

2004 CALENDAR OF SOLID WASTE FACILITY OPERATOR WORKSHOPS



2004 Solid Waste Operator Training Courses

Please find enclosed the annual calendar of scheduled workshops for the holders of NH Solid Waste Facility Operator Certification. Each year, the Department of Environmental Services (DES) provides training opportunities to certified operators on waste management related topics to promote environmental protection and public safety. **As a condition of certification, it is necessary to attend a minimum of one workshop annually.** Please choose the workshop(s) which you consider most applicable to the performance of your job. So that we may better provide for your training needs, please detach and return the coupon below indicating which workshop(s) you plan to attend at least 30 days prior to the workshop date. Space allocation will be made on a "first come, first serve" basis. If the capacity of a particular workshop has been filled, you may be asked to attend another. **The workshops are presented free of charge.**

Because of their practical knowledge and experience, individuals in the regulated community and the local solid waste industry may participate in training. Similarly, training activities may take place at regulated facilities for the benefit of "hands-on" experience. The inclusion of any particular regulated waste facility or individual in this program should not in any way be taken to be a DES endorsement of the individual or the operation of a facility.

DES will notify you only if the workshop you would like to attend has been filled to capacity and it becomes necessary to assign you to another workshop.

NHDES did not move; the Post Office just changed the street number. The offices at 29 (formerly 6) Hazen Drive, Concord, NH, are located in a secured building and a photo ID is required. Those who plan to attend workshops in the building will need to acquire a visitor's pass prior to accessing the training room. Please allow enough time to obtain the visitor's pass in the lobby of the building. However, if you arrive more than one-half hour prior to the starting time, you will be limited to the lobby of the building. NHDES provides refreshments for breaks. Lunch is not provided, with the exception of the Annual Solid Waste Conference in September.

NOTE: REGISTRANTS FOR ON-SITE WORKSHOPS WILL RECEIVE MAP/DIRECTIONS TO FACILITY PRIOR TO WORKSHOP DATE.

2004 Course Offerings

STORMWATER PERMITS - 2004 INSPECTIONS AND WATER TESTING GUIDANCE

The National Pollutant Discharge Elimination System (NPDES) permit program controls water pollution by regulating point sources that discharge pollutants into waters of the United States. In 2004 the conditions of your permit require both inspections and water sampling each quarter. In addition, a Discharge Monitoring Report (DMR) must be sent to the EPA and to NHDES after each test. Learn how to inspect, how to choose a water testing lab and what needs to be in the DMR.

PRESENTERS: New Hampshire DES Staff

DATE: Wednesday, January 21, 2004 **TIME:** 9:00 AM-12:00 PM

LOCATION: NHDES, 29 Hazen Drive, Concord, NH 03301

To register: click on: <http://www.des.state.nh.us/SWTAS/workshop/registration.htm>

RESPIRATORY PROTECTION AND INDUSTRIAL HYGIENE

Hazard Communication Training is required for all employees prior to starting to work at any facility. Hazard Communication is in the top five citations by OSHA. An overview of typical hazards will be presented. In addition, molds, mildews, bacteria, and other pathogenic materials will be discussed. The Respiratory Protection standards require fit testing, medical testing and training. An overview of the requirements will be presented and model procedures will be provided.

PRESENTERS: Don Maurer, NHDES
C. Curran, Industrial Microbiologist

DATE: Tuesday, February 10, 2004 **TIME:** 8:30 AM-12:00 PM

LOCATION: NHDES, 29 Hazen Drive, Concord, NH 03301

To register: click on: <http://www.des.state.nh.us/SWTAS/workshop/registration.htm>

FIRST AID AND CPR 8 HOUR HEARTSAVERS COURSE

Full 8 hour first aid and CPR courses with hands-on applications will be provided to certified Solid Waste Operators twice this year. The courses are limited to the first 50 operators who pre-register. Walk-ins will not be accepted. Choose either the March or August course.

PRESENTERS: Becker Training Associates

DATES: Wednesday, March 10, 2004 **TIME:** 8:00 AM-4:00 PM
Tuesday, August 10, 2004 **TIME:** 8:00 AM-4:00 PM

LOCATION: NHDES, 29 Hazen Drive, Concord, NH 03301

To register: click on: <http://www.des.state.nh.us/SWTAS/workshop/registration.htm>

ASBESTOS RECOGNITION TRAINING

Do-it-yourselfers may be bringing asbestos-containing debris into your facility for disposal. This program is designed to provide you with techniques you can use to spot asbestos at your facility. Examples, tips for recognizing "suspicious" materials, and lists of likely candidates will be offered. A computer-based aid to recognition and guidance on establishing a written program to deal with this hazardous material will also be provided.

PRESENTER: TBD.

DATE: Monday, March 22, 2004 **TIME:** 9:00 AM-3:30 PM

LOCATION: NHDES Auditorium, 29 Hazen Drive, Concord, NH

To register: click on: <http://www.des.state.nh.us/SWTAS/workshop/registration.htm>

BASIC FIRE EXTINGUISHER SAFETY

This is an all-day training experience that combines a morning lecture session with an afternoon "hands-on" fire fighting experience. Learn proper procedures for responding to various types of fires. Attendance is limited to 24 people.

PRESENTER: Charles Hall, Program Coordinator
NH Fire Standards & Training, Concord, NH

DATE: Tuesday, April 6, 2004

TIME: 8:30 AM-3:00 PM

LOCATION: Fire Standards & Training Building
222 Sheep Davis Road, Concord, NH

To register: click on: <http://www.des.state.nh.us/SWTAS/workshop/registration.htm>

PRACTICAL PUBLIC AND COMMUNITY RELATIONS

Getting the word out to your patrons about events and changes in policy and procedures can be difficult. Media representatives will offer guidance to help you get your message out. Learn from the City of Concord on their public relations strategies to educate citizens on a possible change to automated collection. Examples of effective literature and outreach documents will be provided. In addition, examples of media release procedures will be discussed, including what you can, can't, and should tell the media about a "serious" event at your facility.

PRESENTERS: Concord Monitor Staff, Concord Public Works Staff

DATE: Wednesday, May 12, 2004

TIME: 9:00AM-12:00 PM

LOCATION: NHDES, 29 Hazen Drive, Concord, NH 03301

To register: click on: <http://www.des.state.nh.us/SWTAS/workshop/registration.htm>

BURN-PIT AND ASH MANAGEMENT

Ash management can be a daunting task. This workshop addresses the requirements for compliant ash management, whether the ash is from incinerators, burn-pits or home appliances. In addition, burn-pit best management practices will be covered.

PRESENTERS: Marc Morgan, and NHDES ARD staff.

DATE: Friday, May 21, 2004

TIME: 9:00AM-12:00 PM

LOCATION: NHDES, 29 Hazen Drive, Concord, NH 03301

To register: click on: <http://www.des.state.nh.us/SWTAS/workshop/registration.htm>

FIRE AND ELECTRICAL SAFETY

Each year we lose one or more facilities to fire. Fire safety through inspections, alarms and yes, even sprinklers, can go a long way to protect the valuable assets at your facility. Learn how to segregate materials, eliminate ignition sources, and minimize the chances for spontaneous combustion. Also learn the basics of Electrical Safety and the hazards of high voltage, as well as electric hand tool safety.

PRESENTERS: Don Maurer, NHDES, David Berard, OSHA

DATE: Tuesday, June 10, 2004

TIME: 8:30 AM-12:00 PM

LOCATION: NHDES, 29 Hazen Drive, Concord, NH 03301

To register: click on: <http://www.des.state.nh.us/SWTAS/workshop/registration.htm>

HOW MANY TELEVISIONS?!?

Digital television will be commonplace in the latter half of the decade. VCRs and other types of electronic equipment are rapidly becoming obsolete. Even the relatively new DVD is now being replaced with DVD recorders. Does this mean there will be an onslaught of obsolete equipment? Learn how to convince your public of the growing problem and get the resources to manage this waste stream effectively.

PRESENTERS: Chris Way, Supervisor, DES Solid Waste Technical Assistance Section

DATE: Thursday, June 24, 2004 **TIME:** 9:30 AM-12:00 PM

LOCATION: NHDES, 29 Hazen Drive, Concord, NH 03301

To register: click on: <http://www.des.state.nh.us/SWTAS/workshop/registration.htm>

FORKLIFT INSTRUCTOR TRAINING

OSHA requires that all operator training and evaluations be conducted by a person who has the knowledge, education and experience to train powered industrial truck operators and evaluate their performance. This course presents National Safety Council's "Coaching the Lift Truck Operator" to your operators. You will be trained to comply with all aspects of the OSHA Training Standard, including formal classroom and hands-on training, as well as the required performance evaluations and certification.

PRESENTER: Don Maurer, Solid Waste Operator Training Program Coordinator

DATE: Wednesday, July 21, 2004 **TIME:** 9:00 AM-3:00 PM

LOCATION: NHDES, 29 Hazen Drive, Concord, NH 03301

To register: click on: <http://www.des.state.nh.us/SWTAS/workshop/registration.htm>

PLANNING FOR GROWTH

The population of New Hampshire is growing at a rate of 3.2% a year, twice as fast as the other states in New England. This means there will be more waste coming to your facility and impacting the services you offer. Learn what you can do to be proactive and keep pace with your community's growing trash problem.

PRESENTER: TBD

DATE: Wednesday, September 1, 2004 **TIME:** 9:00 AM-12:00 PM

LOCATION: NHDES, 29 Hazen Drive, Concord, NH 03301

To register: click on: <http://www.des.state.nh.us/SWTAS/workshop/registration.htm>

SOLID WASTE CONFERENCE

This is a day-long, annual event that includes many topics of interest to solid waste management

professionals. The day will also feature a vendor show. Look for our conference mailing in July 2004 for more details and registration information.

PRESENTERS: DES Staff and many others

DATE: Wednesday, September 22, 2004 **TIME:** 9:00 AM-4:00 PM

LOCATION: In the Lakes Region

To register: click on: <http://www.des.state.nh.us/SWTAS/workshop/registration.htm>

WHITE GOODS AND FREON RECOVERY

Home improvement often results in the replacement of appliances. Unfortunately, you get these at your facility. They often contain hazardous materials such as Freon™ (chlorofluorocarbons) and mercury switches. Learn how to handle these safely. Best management practices will be provided, as well as planning for and training on Freon™ extraction.

PRESENTERS: NHDES Staff and NRRRA Staff

DATE: Friday, October 8, 2004 **TIME:** 9:00 AM-Noon

LOCATION: NHDES, 29 Hazen Drive, Concord, NH 03301

To register: click on: <http://www.des.state.nh.us/SWTAS/workshop/registration.htm>

HOUSEHOLD HAZARDOUS WASTE (HHW) REFRESHER COURSE

This workshop is for operators who have taken the 3 day HHW course and need a refresher to retain their "H" certification. We will cover health, safety, and environmental issues related to the HHW collection/storage and transport of household hazardous wastes.

PRESENTERS: To Be Announced

DATE: Monday, November 8, 2004 **TIME:** 8:00 AM-4:00 PM

LOCATION: NHDES, 29 Hazen Drive, Concord, NH 03301

To register: click on: <http://www.des.state.nh.us/SWTAS/workshop/registration.htm>

MANAGING COSTS

This workshop was developed to provide cost effective means of operating facilities. Concepts like pooling resources with neighboring towns, bulk buying of materials, using cooperatives to boost contract prices and coordinating volunteer labor will be discussed.

PRESENTERS: TBD

DATE: Tuesday, December 7, 2004 **TIME:** 9:00 AM-12:00 PM

LOCATION: NHDES, 29 Hazen Drive, Concord, NH 03301

To register: click on: <http://www.des.state.nh.us/SWTAS/workshop/registration.htm>

Course Announcements For Other Organizations

NEW FOR 2004 - MANAGEMENT COURSE OFFERINGS

In response to numerous requests by facility managers, NHDES is establishing a Management Training Program for Level 3 and 4 Operators only. This training is designed to provide you with tools to supervise your employees, including human resource issues, worker's compensation, fleet management, train the trainer, record keeping, performance appraisals, budgeting, and proposal/grant writing. Certification will be through a partnership with a recognized institute of higher learning. Please watch for announcements this summer on this exciting new program.

THE SOLID WASTE OPERATOR TRAINING & CERTIFICATION PROGRAM WILL ALSO OFFER WORKSHOP CREDIT TO OPERATORS WHO ATTEND ANY ONE OF THE FOLLOWING EVENTS.

**** XI ANNUAL**

MAINE RECYCLING & SOLID WASTE CONFERENCE AND RECYCLATHON

Join with fellow recycling and solid waste professionals in April 2004 at the Maine Recycling and Solid Waste Conference. Please call 207-942-6772 to receive a registration packet. (Check the NHDES website at <http://www.des.state.nh.us/swtas> as more information becomes available.)

DES SOLID WASTE OPERATOR TRAINING AND CERTIFICATION PROGRAM

This program is scheduled for April 26 and 27, 2004, and again for October 21 and 22, 2004 in the DES auditorium, 29 Hazen Drive, Concord, NH. Although the program is designed for people who are employed at landfills, transfer stations, and recycling centers who are not yet certified, DES will give workshop credit to certified operators who attend either day of this course for the purpose of review. Call 603-271-2928 for further information.

****NORTHEAST RESOURCE RECOVERY ASSOCIATION CONFERENCE AND EXPOSITION**

The 22nd annual Northeast Resource Recovery Conference & Exposition will be held in Waterville Valley on June 7 and 8, 2004. Conference flyers are scheduled to be mailed in March. Call (603) 798-5777 for details.

****SAFETY & HEALTH COUNCIL OF NEW HAMPSHIRE CONFERENCE AND EXPOSITION**

This three-day event offered through the Safety and Health Council of New Hampshire will be held at The Center of New Hampshire in Manchester on April 13, 14, and 15, 2004. The event features two days of workshops and presentations on safety, health and environmental topics. New this year, the first day of the conference will present 4 all day workshops on safety and health topics. This year, the Pollution Prevention Conference normally presented by the NHDES will be combined with the Safety and Health Conference. Vendors of a variety of safety, health, and environmental services and equipment are present on the 14th and 15th. Workshop credit will be offered to operators who attend at least one day of the conference. Call (603) 228-1401.

DES INCINERATOR OPERATOR TRAINING AND CERTIFICATION PROGRAM

The course will be offered in December, based on need. The program is undergoing revision at the time of printing and an announcement will be made on the DES website no later than August 2004.

**** Please register per the instructions of the sponsoring organization. At the time of registration, indicate that you are a certified solid waste operator and wish to receive workshop credit for attending the event.**